

EDUCATION:

McKinley High School, 1964, Completed 12<sup>th</sup> Grade, H.S. Diploma  
Automation Training Center, 1965, Data Processing, Completed A-  
Automation Training Center, 1965, Key Punch/Verifier Operation, Completed B+

TRAINING:

Office Management, 16 hours, 3/75  
Writing Effective Letters, 8 hours, 1/77  
Climbing the Career Ladder with Confidence & Creativity, 8 hours, 1/77  
Preparing Women for Management, 8 hours, 9/78  
The Winner's Circle, 8 hours, 11/79  
Defense Property Disposal Operation (Basic), Correspondence, 3/80  
DPDO Contracting Procedures Course, 40 hours, 3/80  
Defense Metals Identification Course, 24 hours, 8/80  
Defense Precious Metal Recovery Course, 16 hours, 3/80  
Defense Integrated Disposal Management System (IDMS), 80 hours, 6/81  
Defense Advanced Disposal Management Course, Correspondence, 8/81  
Using Time for High Payoff, 8 hours, 12/82  
Basic Office Automation, 8 hours, 7/88  
Intro to dbase III+, 16 hours, 10/90  
Advanced Enable, 16 hours, 11/90  
Success Skills for Secretaries/Management Assistants/Staff, 8 hours, 9/91  
Managing Multiple Priorities, 8 hours, 1/92  
How to Manage Priorities and Meet Deadlines, 8 hours, 2/92  
Twelve Steps to Clear Writing, 8 hours, 3/92  
Introduction to Computers, 8 hours, 8/92  
Evelyn Wood Reading Dynamics for Business Professionals, 8 hours, 3/93  
Introduction to MS Windows, 8 hours, 1/95  
Introduction to MS Word, 8 hours, 3/95  
Forklift Operator Recertification, 4 hours, 10/95  
ABC's of Demil, 24 hours, 1/96  
Defense Demilitarization Program, 8 hours, 3/96  
Beginning Excel, 8 hours, 8/96  
Beginning Power Point, 8 hours, 9/96  
Precious Metals Seminar, 16 hours, 6/97  
Equipment Management and Control Systems (EMACS), 16 hours, 7/97  
Various Federal Women's Council Seminars  
Demil Workshop, 24 hours, 8/97  
AATAPS (Time & Attendance), 4 hours, 2/98  
Equipment Management and Control Systems (EMACS), 16 hours, 3/99  
Assertive Communication for Women, 8 hours, 5/99  
Dealing with Difficult People-Tongue-Fu, 8 hours, 5/00

**EXHIBIT** **D**

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LICENSES/CERTIFICATES: Forklift Operator License, expires 9/02, 4K  
Cap/Warehouse Tractor

PERFORMANCE APPRAISALS & AWARDS:

Sustained Superior Performance	04/75
Quality Step Increase	11/78
Quality Step Increase	11/79
DPDO of the Year (Member)	1980
Commendable Service	04/80
Quality Step Increase	12/81
Sustained Superior Performance	10/85
Sustained Superior Performance	05/89
Sustained Superior Performance	12/90
Commendable Service	05/92
Sustained Superior Performance	06/93
Commendable Service	03/94
Special Act Award	03/95
Special Act Award	04/96
Joint Meritorious Award	06/96

OTHER INFORMATION:

Typing speed: 50 wpm.

Computer Programs: Windows, MS Word, Excel, Outlook, Internet Explorer, Fedlog,  
Daisy, ATAAPS, AEPS.RIA, EMACS

Reference Manuals/Policies/Regulations:

- Warehousing for DRMS and DRMOs
- Instructions for Reutilization/Transfer/Donation for DRMS
- Policy and Procedures in Disposal Operations for Property Accounting
- Instructions for Marketing for DRMS & the DRMOs
- Policy and Procedures for Demilitarization for DRMS & the DRMOs
- Policy and Procedures for Precious Metals at DRMS & the DRMOs
- Defense Material Disposition Manual
- Ordnance and Explosive Recognition (AEDA)
- Defense Demilitarization Manual
- Equipment Maintenance and Control System
- Environmental Compliance for the DRMS Hazardous Property Program
- Federal Supply Classification Groups and Classes

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